

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

TO: Distribution

DATE: July 14, 2004

TELEPHONE NO: 465-3900

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FROM: Mike Barlow  
Commissioner

SUBJECT: Moratorium on addition or  
replacement of vehicles in the  
state fleet for FY2005

As you know, a moratorium on the addition or replacement of vehicles in the state fleet for FY2005 is now in effect (see my memo dated June 28, 2004). It is reasonable to expect that exceptions will be necessary for emergency response and cost benefit needs. To gain an exception to the moratorium I request that we all use the following procedures:

- **Additions**

Additions to the fleet are defined to be all new or used vehicles that are to be purchased from non Highway Equipment Working Capital Fund (HEWCF) funds or banked HEWCF credits.

All requests for additions to the fleet must be coordinated with the Office of Management and Budget (OMB). A purchase requisition signed by the requesting department's commissioner with attached substantiation of the need for the exemption should be submitted to the OMB for approval. Once approved by OMB the requisition will be forwarded to the State Equipment Fleet manager for purchase.

- **WX and DX vehicles**

WX and DX vehicles are HEWCF assets that have been replaced but are retained in service for use as seasonal or spare units.

All requests for WX and DX vehicles must be coordinated with OMB. The approval can be accomplished by submitting a *Request for X Status Equipment* signed by the requesting department's commissioner with attached documentation of the need for the X status vehicle. The form can be found on the DOT&PF website under P&P 11.05.013. If approved by OMB the request will be forwarded to the SEF manager for assignment of the vehicle.

- **Replacement**

Replacement of vehicles is defined to be the replacement of HEWCF assets in W01 to W99 or WZ billing statuses. HEWCF assets, as previously defined, will be replaced only if it is more cost effective to replace the asset rather than to continue to repair it for another year. Converting an expiring external lease to a HEWCF financed lease will not be considered a replacement.

Requests for the replacement of HEWCF assets can be accomplished by sending to the SEF manager a purchase requisition signed by the requesting department's commissioner with attached documentation of the need for the replacement exemption.

Appeal of a negative SEF manager's decision can be made to the Commissioner of the Department of Transportation and Public Facilities.

- **Grant vehicles (including AIP)**

Vehicles funded by grants will be purchased when the grant is approved. These vehicles will not subject to the moratorium.

I appreciate your assistance in reducing the size of the fleet and not allowing incremental creep to increase the total number of state vehicles. If you have any questions, please contact Frank Richards at 465-3906.

Distribution

All Commissioners

Andrew Niemiec, Northern Regional Director, DOT&PF

Gordon Keith, Central Region Director, DOT&PF

Gary Paxton, S.E. Region Director, DOT&PF

Cc: Frank Richards, Statewide Maintenance & Operations Engineer, DOT&PF

Cheryl Frasca, Director, OMB, Office of the Governor

Gene Darling, Manager, State Equipment Fleet, DOT&PF

John MacKinnon, Deputy Commissioner for Highways & Public Facilities, DOT&PF

Kip Knudson, Deputy Commissioner of Aviation, DOT&PF